



**MEMORANDUM**

TO: KHSAA Member School Superintendents, Principals, and Athletic Directors

FROM: Brigid L. DeVries, Commissioner  
Larry Boucher, Executive Assistant Commissioner

DATE: May 7, 2004

RE: 2004 Title IX Forms Submission

School	Raceland High School	Reviewed by	Gordon Bocock
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The following is a status report regarding the required 2003 - 2004 Title IX submission of forms due in to the KHSAA office by April 15, 2004. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

I. Checklist of Forms properly submitted in a satisfactory manner:

✓	GE 19 (Annual Verification)		T-36 (Budget Expenses)
✓	T-1 (Summary Program Chart 1)	✓	T-41 (Checklist – Overall Interscholastic Program)
✓	T-2 (Summary Program Chart 2)	✓	T-60 (Corrective Action Plan)
✓	T-3 (Summary Program Chart 3)	✓	T-63 (Interscholastic Survey Results)
✓	T-4 (Summary Program Chart 4)	✓	T-68 (Five Year Summary)
	T-35 (Budget Expenses)		

II. Status

A.		2003 – 2004 Forms are satisfactory and no further information or action is necessary at this time.
B.	✓	Errors have been noted with respect to the following forms: <ul style="list-style-type: none"> <li>▪ Forms T-35 &amp; T-36;</li> </ul>
C.		The following forms were omitted and must be submitted by school representatives:
D.	✓	Other Recommendation and Comments: <ul style="list-style-type: none"> <li>▪ Need documentation to explain the \$1,200 difference in spending for boys' and girls' equipment &amp; supplies.</li> <li>▪ Explain the zeros, especially the six zeros in regard to travel.</li> <li>▪ Need documentation to explain the \$2,643 difference in awards for boys' and girls' track.</li> <li>▪ Need documentation to explain the difference in coaching salaries for like sports: <ol style="list-style-type: none"> <li>1. Boys'/Girls' Basketball</li> <li>2. Boys' Baseball/Girls' Softball</li> <li>3. Boys'/Girls' Track</li> </ol> </li> <li>▪ Looking at the total budget shows a large difference when comparing monies spent on boys' and girls' awards. Form T-1 shows that 51% of the athletes participating are female. Not counting football, it appears that 27% of the total money spent on awards was spent on female awards.</li> <li>▪ Please submit all requested documentation to the KHSAA no later than <b>June 15, 2004.</b></li> </ul>

2003-2004

**BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART  
TO INCLUDE BOOSTER CLUB FUNDING**

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
G basketball	5000	4555.49	2000	2133.92	1000	977.45	8387	8387	500	2077.36	250	0
B basketball	5000	5790.97	2000	2084.81	1000	1240.10	10047	10047	500	2077.36	250	0
G softball	2500	1196.91	500	0	250	205	3110	3110				
B baseball	2500	1940.00	500	0	250	166	3859	3859				
G cross country	1000	255	500	368.28	50	68	530.50	530.50				
B cross country	1000	0	500	0	50	0	530.50	530.50				
G golf												
B golf	1000	966.50	250	316	100	210	750	750				
G soccer												
B soccer												
G swimming												
B swimming												

1. Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.

2. "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.

3. Booster Club Funding/Contributions must be included in the expenditures total.

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ 95,952.00 % for boys 65.2 % for girls 34.8

Principal's Signature: [Signature] Date: April 15, 2004

**2003-2004  
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2  
TO INCLUDE BOOSTER CLUB FUNDING**

Teams	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
G track	1500	1609.45	750	382.20	100	227.50	3137	3137				
B track	1500	1112.23	750	787.21	100	2870.50	3244	3244				
G tennis	1000	828	250	0	100	105	812	812				
B tennis	1000	671.90	250	0	100	105	812	812				
G volleyball	1500	1268	250	0	100	145	1020	1020				
B wrestling												
G (list sport)												
B (football)	7500	7101	750	588	1000	1917	13366	13366				
G (list sport)	61215	10,679.35	50.5%	2,884.46	47.5%	1,707.95	27%	16,996.50				
B (list sport)	8045	10,481.60		3,108.02		4,597.50		19,242.50				

1. Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003. *17,583.60* *3,776.02* *32,688.50*

2. "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.

3. Booster Club Funding/Contributions must be included in the expenditures total.

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ \_\_\_\_\_ % for boys \_\_\_\_\_ % for girls \_\_\_\_\_

Principal's Signature: *Allyson G. M. Jones* Date: *April 15, 2004*



**2003-2004 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
ANNUAL VERIFICATION OF TITLE IX PROCEDURES  
(To be submitted by April 15, 2004 along with other required forms)**

APR 15 2004

The Raceland/Worthington High School, Raceland, Kentucky  
(Name of High School) (City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

**I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)**

Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

Name	Address	Phone	Title
Frank Melvin	Raceland, KY 41169	606-836-3549	Dist. Tech Coordinator
Dan Mercer	South Shore, KY 41175	606-932-4924	Principal/AD
Larry Coldiron	Greenup, KY 41144	606-473-9325	Asst. Principal/Coach
Kim Sexton	Cattlettsburg, KY 41129	606-739-0286	Teacher/Coach
<u>Heather Meek</u>	Raceland, KY 41169	606-834-1825	Student/Athlete

Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:  
Sept. 15, 2003  
Jan. 17, 2004 *Good*  
April 1, 2004

Designated the following person(s) as the Title IX coordinator for the school:

Frank Melvin      District Tech Coordinator      Raceland, Ky 41169      606-836-3549

Name	Title	Address	Phone
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School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.

*John A. Mercer*  
Principal's Signature

*John Stephens*  
Superintendent Signature

*April 15 2004*  
Date

*Stephen Bunkhwill*  
School Board Chairpersons' Signature

(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

**ACCOMMODATION OF INTERESTS AND ABILITIES  
SUMMARY PROGRAM CHART 1**

**Participation Opportunities Test One**

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	128	47.2 ✓	170	51% ✓
Row 2	BOYS	143	52.8 ✓	164	49% ✓
Row 3	Totals	271	100%	334 ✓	100%

Instructions:

\*Number of 8<sup>th</sup> grade students & below used in Column 3 and Column 4 calculations if applicable: 36

- Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first **date of competition**, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. \* In addition, should 8<sup>th</sup> grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8<sup>th</sup> grade students & below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: *Henry A. M...* Date: *April 15, 2004*

**ACCOMMODATION OF INTERESTS AND ABILITIES  
SUMMARY PROGRAM CHART 2**

**Participation Opportunities Test Two**

			Column 1	Column 2	Column 3	Column 4	Column 5
Program			Number of Teams Currently Offered	Number of Participants	Number of Teams Added in Last Five Years	Number of Participants Added in Last Five Years	Percent of Total Participation By Sex Added in Last 5 Years
<b>GIRLS</b>	Row 1	varsity:	7	108	1	20	
	Row 2	j.v.:	3	42	1	12	
	Row 3	frosh:	1	14	1	14	
	Row 4	total:	11	164	3	46	28%
<b>BOYS</b>	Row 5	varsity:	7	115			
	Row 6	j.v.:	3	51			
	Row 7	frosh:	1	9			
	Row 8	total:	11	175			N/A

- For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. **Note:** The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
- For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is 25% or greater, compliance with test two may be possible. If less than 25%, then compliance with test three should be analyzed. **CAUTION:** 25% is not a formal compliance standard.

Principal's Signature: *Henry A. Merson* Date: *April 15, 2004*

**2003-2004**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 3**

KHSAA  
 Form T3  
 Rev. 8/03

**Participation Opportunities Test Three**

FOR ANY QUESTION ANSWERED "YES" IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. For a sport not currently played at the interscholastic level (varsity, junior varsity, or freshman) in your school, is there an intramural team offered for that sport?	No		No
2. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams?	No		No
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on student responses from the interscholastic survey?	No		No
4. For a sport currently offered at the varsity level only, is there sufficient interest to form a viable team for a junior varsity, or freshman team that is not currently offered?	No		No
5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest to form a varsity team not currently offered?	N/A		N/A
6. If you answered YES to question (1), (2), (3), (4), or (5), are there enough high schools in your geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?			

Principal's Signature: *Shirley A. Merwin* Date: *April 15, 2004*

**2003-2004**  
**ACCOMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 4**

**Levels of Competition Test One**

		<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Girls</b>	<b>Team Levels</b>	<b>Number of Teams Currently Offered</b>	<b>Number of Participants</b>	<b>Percentage of Participants at Each Level</b>
<b>Row 1</b>	<b>varsity:</b>	7	108	66%
<b>Row 2</b>	<b>j.v.:</b>	3	42	26%
<b>Row 3</b>	<b>frosh:</b>	1	14	8%
<b>Row 4</b>	<b>total:</b>		164	100%
<b>Boys</b>				
<b>Row 5</b>	<b>varsity:</b>	7	115	65.7%
<b>Row 6</b>	<b>j.v.:</b>	3	51	29.2%
<b>Row 7</b>	<b>frosh:</b>	1	9	5.1%
<b>Row 8</b>	<b>total:</b>		175	100%

- 1) Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
- 2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
- 3) For Column 3, calculate the percentage of female and male participants at each level.
  - For girls' varsity, junior varsity, and frosh, respectively:
    - Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
    - Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
    - Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
    -
  - For boys' varsity, junior varsity, and frosh, respectively:
    - Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
    - Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
    - Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

**Principal's Signature:** *Sherry A. M... ..* **Date:** *April 15, 2004*



## 2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA  
Form T41  
Rev. 8/03

### Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	ADVANTAGE TO (Respond based on Internal Evaluation by checking the appropriate column.)		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
<b>OPPORTUNITIES</b>			
Accommodation of Interest and Abilities			X
<b>BENEFITS</b>			
Equipment and Supplies			X
			X
Travel and Per Diem Allowances			X
Coaching			X
Locker Rooms, Practice and Competitive Facilities			X
Medical and Training Facilities and Services			X
Publicity			X
Support Services			X
Athletic Scholarships			N/A
Tutoring			ESS
Housing and Dining Facilities and Services			N/A
Recruitment of Student Athletes			N/A

Principal's Signature: *Shirley A. M...* Date: *April 15, 2004*

**2003-2004  
TITLE IX**

**CORRECTIVE ACTION PLAN**

**SCHOOL NAME**  
Raceland/Worthington High School

To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2004.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Girls Basketball	Prime time opportunities	2004/05 season

▪ For all areas currently identified as items for correction, an intended corrective action explanation is needed.  
**THIS FORM SHALL BE TYPED.**

Principal's Signature: *Sherry A. M... ..* Date: *April 15, 2004*

**2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY**  
Summary of Student Responses

<b>School Name</b>	Raceland/Worthington High School
<b>School Enrollment</b>	437 (Grades 7 – 12)
<b>Date</b>	April 2, 2004
<b>Completed By</b>	Danny A. Mercer, Principal/AD

Instructions:

1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date the Summary Form (T-63) and mail the Summary Form only to the KHSAA by April 15, 2004. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

292 Number of Surveys

275 Total Returned (*A minimum of 80% return is expected*)

8 - 11 Grades Surveyed

How Was The Survey Administered ? Homeroom

(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

6 Cross Country (Girls)  
6 Cross Country (Boys)  
\_\_\_\_\_ Field Hockey (Girls)  
34 Football (Boys)  
6 Golf (Girls)  
6 Golf (Boys)  
11 Soccer (Girls)  
7 Soccer (Boys)  
21 Volleyball (Girls)  
3 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

16 Basketball (Girls)  
24 Basketball (Boys)  
2 Gymnastics (Girls)  
4 Indoor Track (Girls)  
4 Indoor Track (Boys)  
\_\_\_\_\_ Swimming & Diving (Girls)  
10 Swimming & Diving (Boys)



Participation in Non-School Sports Activities  
 (From Student Survey T-61 Question 7)

<u>Sport</u>	<u>Number</u>
Tumbling	6
Softball	8
_____	_____
_____	_____
_____	_____
_____	_____

Reasons for not participating in interscholastic athletics.  
 (From Survey Question 8)

<u>Response</u>	<u>Number</u>
<input checked="" type="checkbox"/> I prefer other activities such as band, chorus, etc.	
<input checked="" type="checkbox"/> I don't have time	
<input type="checkbox"/> The practice schedules and game times are inconvenient	
<input type="checkbox"/> The sport I like isn't offered	
<input type="checkbox"/> It's too expensive	
<input type="checkbox"/> I prefer to participate in club or intramural sports	
<input checked="" type="checkbox"/> Working	
<input type="checkbox"/> Other	
_____	

Student Suggestions to encourage participation

Support sports programs

An attempt to get students interested

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*[Signature]*  
 Principal's Signature

*[Signature]*  
 Date